

**Summary Report for Individual Task
805K-79R-7604
Establish a Network Centric Recruiting Environment
Status: Approved**

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox, Kentucky 40121 foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have received your annual recruiting mission. You must establish a network to assist you in your recruiting efforts to gain access to programs and information. You have access to internal and external networks.

Standard: Identify potential members of your internal and external network; regularly participate in frequent cross talk and information sharing with your internal network; synchronize external networking activities and recruiting efforts with events and the rhythm of the surrounding civilian community; maintain updated records on entire network.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Identify the center's current network.

- a. Obtain current COI/VIP list from Recruiter Zone.
- b. Secure list of SMEs previously used by the center.
- c. Attain the TPU and APMC rosters on hand.

2. Develop internal network.

Note: Leaders must aggressively seek out best practices within their organization and create forums for cross-talk to ensure maximum benefit from best practice. It is the responsibility of every member of the internal network to promote the sharing of best practices, common tactics, common techniques and procedures across the command.

a. Higher Command.

- (1) Communicate regularly with your commanders.
- (2) Reach out to battalion staff for assets and resources beyond the company and center level.
 - (a) ESS.
 - (b) A&PA.

b. Other recruiters.

- (1) Share tactics, techniques and procedures with other healthcare recruiting personnel.
- (2) Attend company and battalion training and maintain contact with other centers within healthcare recruiting.

c. Future Soldiers.

- (1) Educate Future Soldiers on changes to programs and assist in recruiting efforts within their own network.
- (2) Encourage Future Soldiers to attend training events and maintain regular contact.

d. Other Recruiting Units.

(1) Locate non-prior service (NPS) recruiting personnel and present them with Army Medical Department (AMEDD) programs and incentives. Partner with NPS personnel to conduct training and events while utilizing each other's resources.

(2) Seek sister service recruiting personnel and communicate programs and incentives. Identify how to assist one another.

3. Develop External Network by establishing rapport.

Note: External network is developed by establishing rapport with individuals face-to-face/in person by presenting recruiting publicity items, providing individuals lunch and/or treating them to coffee. It is important that you do not ask them for anything upon your first meeting. Maintain these relationships through frequent contact both in person and remotely (email and telephone). Offer your time and assistance in building orientation packets or setting up for events. Prepare and send thank you letters for their assistance and always update any contact or commitments made in Recruiter Zone.

a. Professional Community.

(1) Contact professional societies, associations and club officers (including groups in schools).

(2) Introduce mutually beneficial events such as providing food and/or physicians during meetings and events.

b. Social Networks.

(1) Utilize online networks such as Facebook, Twitter, LinkedIn. Follow hospitals, schools, professional organizations and military groups.

(2) Update your center's social media network sites regularly.

c. Civilian and Military Community.

(1) Utilize Report Management Zone (RMZ) to contact medical personnel in active military units as subject matter experts (SME) and to share their Army Story.

(2) Utilize Report Management Zone (RMZ) to identify, contact and visit Army Reserve and National Guard units in the area of operation to assist with recruiting objectives.

Note: Meet with the unit administrator/S1 to obtain a personnel roster to identify SMEs and a vacancy report to identify medical officer shortages. Share your recruiting mission with the unit commander to identify where he or she is willing to double-slot.

(3) Contact the Civilian Aide to the Secretary of the Army in your state to identify how he or she can assist you in networking with local government officials and other members of the community.

(4) Visit Reserve Officer Training Corps cadre to educate on them AMEDD programs and assist with recruiting objectives.

(5) Identify and utilize the Army Reserve Ambassador for assigned area in community/military events.

d. Civilian and Military Schools.

(1) Meet with faculty and directors of educational programs to share the Army opportunities available to students within their program.

(a) Financial Aid.

(b) Admissions.

(c) Professors.

(d) Residency Coordinators.

(e) Pre-Professional Advisors.

(f) Veteran's Services.

(g) Career Services.

(h) Graduate Medical Education Staff.

(2) Make contact with Basic Officer Leadership Course and Healthcare Recruiting Course cadre in order to obtain the latest information.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Identified the center's current network.			
a. Obtained current COI/VIP list from Recruiter Zone.			
b. Secured list of SMEs previously used by the center.			
c. Attained the TPU and APMC rosters on hand.			
2. Developed internal network.			
Note : Leaders must aggressively seek out best practices within their organization and create forums for cross-talk to ensure maximum benefit from best practice. It is the responsibility of every member of the internal network to promote the sharing of best practices, common tactics, common techniques and procedures across the command.			
a. Identified Higher Command.			
(1) Communicated regularly with your commanders.			
(2) Reached out to battalion staff for assets and resources beyond the company and center level.			
(a) Contacted ESS.			
(b) Contacted A&PA.			
b. Utilized Other recruiters.			
(1) Shared tactics, techniques and procedures with other healthcare recruiting personnel.			
(2) Attended company and battalion training and maintain contact with other centers within healthcare recruiting.			
c. Identified Future Soldiers.			
(1) Educated Future Soldiers on changes to programs and assist in recruiting efforts within their own network.			
(2) Encouraged Future Soldiers to attend training events and maintained regular contact.			
d. Identified Other Recruiting Units.			
(1) Located non-prior service (NPS) recruiting personnel and presented them with Army Medical Department (AMEDD) programs and incentives. Partnered with NPS personnel to conduct training and events while utilizing each other's resources.			
(2) Sought sister service recruiting personnel and communicated programs and incentives. Identified how to assist one another.			
3. Developed External Network by establishing rapport.			
Note : External network is developed by establishing rapport with individuals face-to-face/in person by presenting recruiting publicity items, providing individuals lunch and/or treating them to coffee. It is important that you do not ask them for anything upon your first meeting. Maintain these relationships through frequent contact both in person and remotely (email and telephone). Offer your time and assistance in building orientation packets or setting up for events. Prepare and send thank you letters for their assistance and always update any contact or commitments made in Recruiter Zone.			
a. Professional Community.			
(1) Contacted professional societies, associations and club officers (including groups in schools).			
(2) Introduced mutually beneficial events such as providing food and/or physicians during meetings and events.			
b. Social Networks.			
(1) Utilized online networks such as Facebook, Twitter, LinkedIn. Followed hospitals, schools, professional organizations and military groups.			
(2) Updated your center's social media network sites regularly.			
c. Civilian and Military Community.			
(1) Utilized Report Management Zone (RMZ) to contact medical personnel in active military units as subject matter experts (SME) and to share their Army Story.			
(2) Utilized Report Management Zone (RMZ) to identify, contact and visit Army Reserve and National Guard units in the area of operation to assist with recruiting objectives.			
(3) Contacted the Civilian Aide to the Secretary of the Army in your state to identify how he or she can assist you in networking with local government officials and other members of the community.			
(4) Visited Reserve Officer Training Corps cadre to educate on them AMEDD programs and assisted with recruiting objectives.			

(5) Identified and utilized the Army Reserve Ambassador for assigned area in community/military events.			
d. Civilian and Military Schools.			
(1) Met with faculty and directors of educational programs to share the Army opportunities available to students within their program.			
(a) Financial Aid.			
(b) Admissions.			
(c) Professors.			
(d) Residency Coordinators.			
(e) Pre-Professional Advisors.			
(f) Veteran's Services.			
(g) Career Services.			
(h) Graduate Medical Education Staff.			
(2) Made contact with Basic Officer Leadership Course and Healthcare Recruiting Course cadre in order to obtain the latest information.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-0	Recruiting Operations	Yes	Yes
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC Manual 3	Recruiting	Yes	No
	USAREC Manual 3-30	Recruiting Company Operations V1	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None